

OGDEN DUNES WATERWORKS - BOARD OF DIRECTORS

REGULAR MEETING - June 10, 2013

Directors Attending

(LB) Luke Brennan - President

(TE) Terry Easton - Vice President

(GC) Greg Casimer - Secretary

Waterworks Staff Attending

(CL) Chuck Litzkow – Acting Superintendent

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The meeting was called to order by LB at 6:00pm.

1) Annunciator Project

- a) The Board discussed the current operation of an alert system for the pump station and improved automation to update the current system.
- b) Mr. Tom Tittle provided the Board with a summary of a prior design project from approximately 10 years ago for additional alert technology that was planned but not fully implemented. Some of the technology has been installed in the pump station and could still be used in an updated system.
- c) Mr. Eric Kurtz commented that the Waterworks may also want to consider newer technology than what is currently installed in the pump station.
- d) CL was asked to investigate the options and report back to the Board with a recommendation of project scope and cost.

2) IDEM Notice of Change in Operation

- a) IDEM's Wendy Schafer will visit the Waterworks on Friday, June 14. CL will be meeting with her to update her on our current status and follow through on an issue raised by IDEM's recent inspection of the system.
- b) CL presented the Board with an IDEM form that gives notice of the change in superintendent at the Waterworks and confirms that the Waterworks continues to be run by a licensed operator.
- c) CL presented the Board with evidence of his current certification as a DSL licensed operator and on that basis the Board authorized LB to sign the IDEM form.

3) June 3, 2013 Meeting Minutes

- a) LB asked for the draft version of the minutes of the June 3, 2013 emergency meeting to be revised to state the correct starting time of 6:00pm.

- b) MOTION (made by TE) – to approve the June 3, 2013 minutes as amended by LB. SECOND - GC. Upon proper motion and second, votes of the Board are as follows: AYE (LB, TE, GC); NAY (none). Motion is passed.

4) Overdue Accounts

- a) The Board received and discussed a letter from Mr. Rake dated May 21, 2013. Following its discussion, the Board directed CL to investigate certain additional facts and report back at the July meeting. Since there is an ongoing investigation involving this account, no service disconnection will be made at this time.
- b) In response to a request from the June 3, 2013 meeting, CL reported that 25 accounts have received a delinquent payment notice, have not paid their bill and are subject to disconnection. The Board authorized CL to proceed with disconnection for all such accounts.
- c) CL further reported that some accounts responded to the notice with payment, but did not include payment of the required late fee. The late fee will be carried over to the next bill and these customers will not be subject to disconnection.
- d) The Board was informed that one customer encountered a problem with the online payment system involving a restriction on the amount that could be charged. CL will investigate with the payment processing vendor to determine if this is a problem with the payment system or external to it. CL will report findings to the Board at the July meeting.

5) Keystone Software Training

- a) At least one and possibly two additional persons need training to operate the Keystone accounting software used by the Waterworks. CL informed the Board that training options are available for on-site and off-site locations.
- b) CL will investigate the costs involved and make a proposal to the Board at its July meeting.

6) Indiana Rural Water Assn. (IRWA) & Alliance of Indiana Rural Water (AIRW)

- a) GC presented materials to the Board and Superintendent describing services available to the Waterworks through its membership in the IRWA and AIRW. CL was directed to use available resources as needed.
- b) CL will order three copies of the IRWA Utility Manual for the Board.
- c) Noting that the annual conference of the AIRW will be held in Merrillville in 2013, the Board is considering attendance and potential participation in the conference.

7) Job Listing for Ogden Dunes Waterworks Manager

- a) Sample job notices from various sources were reviewed and discussed. GC will make the first draft of a job notice for the position of Superintendent.
- b) TE will prepare a job description for the position of Waterworks Technician in the event that there is a subsequent opening that needs to be filled.
- c) The Board reviewed salary survey data for other water department superintendents at Indiana water utilities of approximately the same size. A discussion followed addressing potential salary and benefits for the next superintendent.

8) Salary for Acting Superintendent

- a) The Board discussed an appropriate salary for the Acting Superintendent of the Waterworks. As an interim position, compensation will be by salary only with no additional benefits.
- b) MOTION (made by TE) – to establish a salary of \$21 per hour as full compensation for the position of Acting Superintendent of the Waterworks, such salary to be retroactive to June 3, 2013 when the Board appointed its Acting Superintendent. SECOND - GC. Upon proper motion and second, votes of the Board are as follows: AYE (LB, TE, GC); NAY (none). Motion is passed.

9) Meeting adjourned by unanimous consent at 8:45pm.